



Home Checklist

SafeTips from the Naval Safety Center

Quick and easy summaries to find out about something new you're doing or as a refresher for something you haven't done in a while. They're a great training tool to pass around at meetings, through e-mail, or post on bulletin boards.

1. When you buy a new appliance, tool or other product, read and follow the instructions and warnings that come with it. Don't assume you know the best way to use something, or that you are familiar with all of the hazards involved.
2. Keep the instructions on file, and refer to them if you are repairing or doing maintenance on the product, or if you haven't used the product or appliance for a while.
3. Understand common fire hazards and how to avoid them. Learn about the dangers of carbon monoxide, as well. Always use tools, appliances, electric devices and other products for their intended purpose. A screw driver doesn't make a very good chisel because it isn't sharp enough and the handle isn't made to be pounded on. In the same way, misusing products not only doesn't work very well, but it can produce surprising and serious hazards.
4. Don't let the cords from electric appliances dangle over countertops where someone could trip over them, or where a small child could pull on them.
5. Unplug portable and countertop appliances when you aren't using them, including such devices as hair dryers, electric shavers, coffee makers, and toasters.
6. Keep heaters, lamps, radios, televisions and telephones away from bathtubs, saunas, sinks and swimming pools.
7. Don't overload electric circuits. Don't try to draw more than 1,500 watts from the same circuit (you will find wattage on the device's name plate or in its booklet). Several outlets may be on the same circuit.
8. If you have fuses, use ones that have the right current or amp rating.
9. Turn off the main power switch before changing a fuse.
10. Don't use extension cords to replace permanent outlets. If you must use an extension cord, uncoil it while you use it.
11. You aren't supposed to use extension cords with some types of appliances or tools.
12. While working in the yard with mowers, edger or leaf blowers, wear eye and ear protection.

www.public.navy.mil/navsafecen/pages/media/index-safetips.aspx



Naval Safety Center
375 A Street
Norfolk, VA 23511-4399

Contact the Media Division
(757) 444-3520 ext. 7870
safe-mediafdbk@navy.mil